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50-8203

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**MEMORANDUM FOR: Acting Deputy Director (Support)**

**SUBJECT: Occupancy of Available Space in Curie Hall**

**REF:**

- a. Memorandum of Director of Personnel, 30 July 1956, Subject - Occupancy of Wing E, second floor, Curie Hall (Tab A)
- b. Memorandum of Comptroller, 15 August 1956, Subject - Relocation of Payroll Branch, Fiscal Division (Tab B)

1. This memorandum contains a recommendation for the approval of the Acting Deputy Director (Support). Such recommendation is contained in paragraph 3.

2. The Office of Personnel has requested authorization to move the Military Personnel Division from Alcott Hall to Wing "E", second floor, Curie Hall. Compliance with this request would involve one move directly into Wing "E", which is now vacant.

3. The Office of the Comptroller has requested authorization to move the Payroll Branch, Fiscal Division (vouchered payroll) from Alcott Hall to Wing "D", first floor, Curie Hall. Compliance with this request would involve two moves. The Office of Personnel unit now in Wing "D", first floor, would move into the vacant Wing "E", second floor. The Payroll Branch could then move from Alcott Hall directly into Wing "D", Curie Hall.

4. Both organizations maintain that the contemplated move would result in greater operational efficiency. This contention in each case cannot be denied.

5. Operationally, the Military Personnel Division is practically an entity unto itself. Complete files are carried on all military personnel. Transfer of documents in processing military personnel is transported through normal agency courier service channels. This traffic is not heavy.

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6. The relationship between the Payroll Branch, Fiscal Division (vouchered) and the Machine Records Division operationally is in strong contrast to the above situation. The two elements are totally inter-dependent. The degree has been intensified by the new payroll procedures. Each pay period thousands of documents flow back and forth between the two operating elements. Continuous liaison must be maintained for the purpose of establishing controls, reconciling discrepancies, and reference to files and current documents in individual cases. This routine is carried out under a severe operational handicap of distance (1/4 mile). It has been estimated that 92 round trips are made between the two elements each pay period. Add this loss of time to normal traffic in telephone service necessary to clear up various other matters, and the expenditure in manpower that could be saved by locating the Payroll Branch and Machine Records Division adjacent to one another, becomes impressive. Other advantages, as stated in paragraph 4c of the Comptroller's justification, would be realized.

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7. Contact with the Office of the General Counsel unit, currently located in [ ] established that there is little justification for their having more space beyond such space that could be used for a conference room when needed for private interviews. If the Personnel unit in Wing "D", first floor, is moved to Wing "E", second floor, it might make this expansion possible.

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8. It is recommended that the Payroll Branch, Fiscal Division, be authorized to move from [ ] to Wing "D", first floor, [ ] as requested by the Office of the Comptroller, and that the Office of Personnel unit now occupying Wing "D" be moved to Wing "E", second floor, [ ]

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Staff  
[ ]  
Chief, Management Staff

2 Attachments: Tabs A and B

Recommendation in par. 8 is approved:

(signed) H. Gates Lloyd

Acting Deputy Director (Support)

SEP 18 1956  
Date

MS:LAR:rod (12 September 1956)

Distribution:

- Orig. - Comptroller
- 1 - Director of Personnel
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